

Town of East Windsor, Connecticut

REQUEST FOR PROPOSALS (RFP) FOR REAL ESTATE FIRMS
TO SELL LAND AND RESIDENTIAL TOWN PROPERTY

INTRODUCTION:

The Town of East Windsor is seeking a submission of proposals from qualified Real Estate Town Firms to assist in the providing services, marketing and subsequent sale of property (both land and residential) that the Town owns.

One (1) original and One (1) copy of sealed proposals must be received in the office of the Tax Collector 11 Rye St., Broad Brook, CT 06016-9553 by October 31, 2016

SCOPE OF SERVICES:

The Town of East Windsor intends to select a Real Estate Firm to properly market Town owned properties and to secure appropriate buyers on behalf of the Town.

Services required included but are not limited to the following:

- Review the conditions of the properties
- Determine suitable methods of marketing the properties, inclusive of what market segments are expected to be targeted and implement said methods.
- Advertise the sale of the property in local newspapers and real estate publications
- Meet with potential buyers
- Receive proposal from potential buyers
- Present offers to the Town of East Windsor
- Assist the Town of East Windsor in the completion of the property sale

MINIMUM QUALIFICATIONS OF THE FIRM:

The Town of East Windsor may award a contract to the Real Estate Agency that, in its sole opinion, is the most capable of providing the range of services described and anticipated by this RFP. To be considered for this project, the Real Estate Agency must demonstrate knowledge and experience in the following areas:

1. Having Town, State and Regional methods of marketing the properties
2. Been in business selling Real Estate for the past five (5) years.
3. Licensed by the State of Connecticut to sell Real Estate
4. Receiving proposals from potential buyers and review the proposals to determine viability of potential buyers to purchase the property and

SUBMITTAL REQUIREMENTS:

1. Full name of your firm, contact name, office address and phone number
2. History of your firm and how long has the firm been in business selling Land and Residential and Commercial Property

3. Copy of your firm's State of Connecticut Real Estate License
4. Resume of the principle individual who will be responsible for servicing the City
5. Reference list of names and phone numbers of commercial or residential clients that you provided this service to in the past three (3) years.
6. Fees that will be charged to the City to provide this service

PROPOSAL FEE STRUCTURE:

Please describe on a separate sheet of paper the proposed fee structure for the Real Estate Services your company will provide to the Town of East Windsor. It should describe all fees, expenses including but not limited to commissions and or any other expenses which are considered reimbursed by your firm.

COVER LETTER

Provide a brief cover letter with the Proposal and highlight any omissions or additions to the proposal. The letter shall clearly indicate that the respondent has carefully read all the provisions in the RFP. Include any special notes which may help with the review of your response, and note any confidential sections of the proposal.

DISCLAIMER

The Town of East Windsor reserves the right to investigate the qualifications of all Real Estate Firms under consideration and to confirm any part of the information furnished by a Real Estate Firm, or to require other evidence of managerial, financial or technical capabilities that are considered necessary for the successful performance of the Real Estate Firm to conduct the required services.

AWARD

The Town may reject any or all proposals or submittals for such reason as it may deem proper. In acceptance of proposals or submittals, the Town will be guided by consideration of the interests of the Town. The Town also reserves the right to negotiate further with one or more of the firms as to any features of their proposals or submittals and to accept modifications of the work and price when such action will be in the best interests of the Town.

CONFIDENTIALITY

If Respondent believes that any information in its proposal should be treated as confidential, that material shall be clearly marked. The Town shall endeavor to protect confidential materials from disclosure to non-Town employees to the extent required by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.